

MEMORANDUM FOR: Deputy Director (Support)

8 September 1958

SUBJECT : Cornerstone Ceremony, New
Headquarters Building

1. The purpose of this memorandum is to outline proposals for the cornerstone ceremony for review by the Steering Committee and to suggest action by the Director of Central Intelligence as outlined in paragraph 3.

2. Attached as Appendix "A" is a discussion of the various matters to be considered in connection with the cornerstone ceremony. These may be summarized as follows:

a. A date in the Spring or Summer of 1959 is recommended. In order that a maximum number of Agency employees may attend, a Saturday date is suggested.

b. The Architect-Engineer should be requested to design the stone. In order that he may do so, a decision must be reached on the names and titles to be engraved in the stone. Attached as Appendix "B" are several possible groupings for consideration.

c. The material to be deposited behind the cornerstone must be identified and assembled.

d. Arrangements must be made for the President to attend and lay the cornerstone.

e. A list of the special guests must be compiled.

f. Arrangements must be made for equipment such as the speakers stand, chairs, public address system, trowels and other furnishings.

g. A program in the form of a brochure providing an opportunity for recognition of many of the firms and individuals associated with the project, as well as appropriate photographs and written material about the building is recommended.


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h. Invitations for the special guests must be engraved and arrangements made for music at the ceremony.

3. In order that we may proceed with this undertaking, it is suggested that the Director of Central Intelligence be requested to select the date for the ceremony, arrange with the White House for the President's attendance and determine the Agency policy with respect to the names and titles to be engraved on the cornerstone.

4. When the action proposed in paragraph 3 has been accomplished, the Building Planning Staff will request the Architect-Engineer to design the cornerstone. From this point on, arrangements might either be handled by a committee set up for the purpose by the Steering Committee or the Building Planning Staff, working through the liaison officers and other Agency officials, as may be appropriate, will arrange or coordinate the arrangements for carrying out the remainder of the program as outlined in Appendix "A" subject to such policy guidance as may be given by the Steering Committee.

5. It is recommended that the Agency arrange with the National Park Service, on a reimbursable basis, for assistance on the cornerstone arrangements. The Park Service estimated the total cost for such a ceremony to range from ten to twenty thousand dollars; however, this covers the time of all persons participating, including our own. Accordingly, the actual cost for their assistance should be considerably less but this will be confirmed before entering into any agreement.


JAMES A. GARRISON
Director of Logistics

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DISCUSSION OF CORNERSTONE CEREMONY TASKS

as listed in Paragraph 4 of memorandum to DRS

1. Date. There is no hard and fast rule or even custom governing the date of a cornerstone ceremony. Logically such a ceremony might occur when the building is completed or nearly completed and occupancy is in the foreseeable future. Another option would be a date such as an anniversary date having particular significance for the building occupants (for example, the 12th Anniversary of Central Intelligence Agency, September 1959). If the cornerstone for the new headquarters building is to be laid in the near future, the present schedule for excavation and foundation work would indicate a date in the Spring or Summer of 1959 when the building will actually be emerging from the ground. Due to the time required for various arrangements, an early decision would be required for a Spring ceremony. Assuming that the President will take part in the ceremony, his availability will be the determining factor in setting the exact date. In any event, the day of the week would affect attendance by employees. State Department held its ceremony on Saturday but Atomic Energy Commission's ceremony was held on Friday. In view of the employee interest in the building, a Saturday date is suggested, if possible.

2. Cornerstone.

a. The cornerstone should be designed by the Architect-Engineer. Included in the matter of design would be the size, shape, kind of stone, style of cutting, placement and the sizes and types of lettering to be used.

b. The list of names to be inscribed must be determined and this has some effect on the design of the stone. Again there is no hard and fast rule but frequently cornerstones have included the following:

- (1) The President of the United States.
- (2) The Head of the Agency and occasionally one or two of his assistants.
- (3) Officials of General Services Administration.
- (4) The Architects.
- (5) The building contractor.

f. The material to be deposited behind the cornerstone must be identified and assembled. This might include the following: Newspapers for the day of the cornerstone laying, the Act establishing CIA, the Authorization Act and Appropriation Acts for the new building, drawings of the building, aerial photographs of the site, a short history of the Agency, a picture and biographic information of the Director of Central Intelligence, a list of past Directors, a copy of the program for the cornerstone ceremony, and other appropriate items such as (declassified) intelligence reports. Recent custom is to microfilm material such as this, seal it in plastic and deposit it in a metal box.

g. Speakers. Since the laying of a cornerstone is ceremonial rather than dedicatory, there are usually no formal speeches and being held outdoors is customarily rather short. The Director of Central Intelligence would preside over the ceremony, make appropriate remarks and introduce the President who, with the Director's assistance, would proceed to lay the cornerstone.

b. Clergymen. It is customary to begin the ceremony with an Invocation and to close with a Benediction. The Chaplain of the Senate performed both services at the dedication ceremonies of the AEC headquarters building, but the general practice is to have outstanding clergymen from the Catholic and Protestant Churches for this purpose.

c. Special Guests. Groups and individuals as follows are suggested for consideration as special guests:

- a.* The Chairmen and members of Congressional Committees concerned with CIA.
- b.* Members of the National Security Council.
- c.* The Director of the National Security Agency.
- d.* The Administrator of General Services.
- e.* The Architects (Harrison & Abramovitz).
- f.* Consultants to the Architect.
- g.* Key officials of other agencies associated with CIA.
- h.* Representatives of the press.

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Seating Arrangements. The covered platform usually provides only a few seats. At the State Department ceremony the platform contained twelve chairs and accommodated the President, the Secretary of State, and some GSA and State Department Officials. On this basis, the platform for the CIA ceremony might accommodate the President, the DCI, the DDCI, the Administrator of General Services, the Commissioners, Public Buildings Service, those CIA officials closely connected with the building project, and clergymen invited to officiate at the ceremony.

Reserved seats in the audience should be set aside for the Architects, the Contractor, special guests listed above, and for CIA officials.

It is assumed that Agency employees would be invited to attend and since this is a public function, members of their families. Such invitation would be by notice or announcement. Unreserved seats would be available on a "first come" basis.

g. chairs and PA system.
~~Facilities~~ The National Park Service, because of its custody of public lands, has people who are quite experienced with the handling of this type of ceremony and they have also acquired a considerable amount of the equipment needed. This includes speakers stands, chairs and public address system. This equipment is available to us and the National Park Service has experienced personnel available on a reimbursable basis to assist with the arrangements.

m. Parking The South parking lot and some of the roads on the site will have a gravel surface by the end of this September. Access to the site and parking space will therefore be available. As there will probably be a large attendance, arrangements should be made with local police for assistance in handling automobile traffic.

e. Furnishing and equipment.
Other items or "props" and services must be considered.
~~Transportation must be arranged.~~ A contractor's assistance is necessary for handling the stone and for furnishing supplies and equipment needed. Silver trowels are generally used and sometimes arrangements can be made to use a trowel of historical significance. For example, State borrowed the trowel used by George Washington when he laid the cornerstone of the Capitol. This trowel was used by President Eisenhower to lay the State Department cornerstone and Secretary Dulles assisted him using a silver trowel especially made and inscribed for the purpose. The Washington trowel rested on a portable desk designed by Thomas Jefferson and used by him to draft the Declaration of Independence.

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f. Program. Program formats vary considerably, some being quite simple and consisting of a single folded page covering only the ceremony. For the larger construction projects, the program is usually in a nicely printed brochure and this is suggested for this Agency. Such a brochure can serve as a means of recognizing the contribution made by firms and individuals whose names, due to custom and space limitations, are not usually inscribed on the building cornerstone. These would include the consultants to the Architect, such as Syska & Hennessy, Edwards & Hjorth, Clarke & Rapuano, Frederick W. Post, etc. The Architect might also wish to list members of his staff who have taken part in the work on our building. Possibly the General Services Administration might wish to list some of their officials who are concerned with our project. In addition, it is suggested that consideration be given, within the limits of security, to recognition of the work of those members of CIA who have served in various capacities in connection with the planning of the building.

Pictures of the President and the Director, a reproduction of the rendering of the building, a description of the building, and a list of the documents placed behind the cornerstone would be appropriate for inclusion in the program brochure.

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g. Invitations. These are for the special guests and are engraved. An R.S.V.P. is customary.

d. Music. The program usually includes a prelude, the National Anthem and a postlude. The United States Marine Band serves this purpose at most of the ceremonies but other Service bands are available.

h - Publicity releases - self explanatory

k - Transportation - self explanatory

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l. Traffic. Arrange with local police for handling traffic.